

## Capital Planning Committee Meeting Minutes November 2, 2017

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In attendance were:

Steve Andrew  
Dean Carman  
John Danizio  
Charlie Foskett  
Chris Moore  
Sandy Pooler  
Brian Rehrig  
Barbara Thornton  
Rich Viscay

Also in attendance:

Joe Barr, Capital Planning Committee Advisor  
Timur Yontar, Capital Planning Committee Advisor  
Michael Morse, Deputy Treasurer  
Amy Fidalgo, Management Analyst

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- **Meeting Opened:** Brian Rehrig opened the meeting at 5:05pm. The minutes of October 19, 2017 were reviewed by the Committee. Rich Viscay moved to approve the minutes of October 19, 2017 as amended. Chris Moore seconded. All voted in favor. Chris Moore and Sandy Pooler will not be able to attend the November 16, 2017 meeting.
- **Report of Long Range Planning Committee and Impact on CPC Five-Year Plan:** Sandy Pooler provided an overview of the information presented at the Long Range Planning Committee meeting this week, including the latest revenue estimates for FY19. The student enrollment figures have also been adjusted based on preliminary October figures. The Committee discussed the impacts of the state budget on the Town's budget moving forward.
- **Update from Software Subcommittee:** Brian Rehrig said the Software Subcommittee will meet in upcoming weeks. Charlie Foksett asked that the Subcommittee not only review the software suggested by Adam Kurowski, but also review the current process of linking the PeopleForm data to the Access Database.
- **Sub-Committee Recommendations:** The Community Safety Subcommittee presented their recommendations.
  - Inspectional Services has a single request for new vehicle for the new employee that will be hired in the near future. Brian Rehrig said there is a possibility that Inspections will temporarily use a vehicle from the Fire Department, but they will want a new vehicle in FY19.
  - Fire: The SCBA Compressor request has been moved up to be funded in 2019 as a result of the current equipment being damaged. Brian Rehrig explained that a Fire Prevention Vehicle that was previously in the Capital Plan will be removed. Chief Jefferson has \$25k from a prior capital appropriation for a vehicle, and additional money, to cover the cost of this vehicle. Rich Viscay confirmed that he is comfortable with this change in spending. Brian Rehrig noted that the Park Circle facility updates include a request for

floor resurfacing which has been reduced from \$20k to \$5k based on a new quote; this item was moved from FY23 to FY19.

Charlie Foskett asked if prior capital balances for protective gear will be swept. Rich Viscay suggested prior years be combined into one account. Brian Rehrig noted that the thermal imaging cameras tend to have a life expectancy of ten years, and this equipment is used for house fire prevention frequently. Barbara Thornton commented that she appreciated that this report addressed expected life, date purchased, and date of expiration for most of the items.

- Police: Brian Rehrig said that the funding for Body Armor has been reduced in FY19 and FY20 due to remaining appropriations from prior years. The CPC discussed that the capital request for Parking Lot Resurfacing and Facility Garage Doors should come from the renovation funds that remain from the station renovation.

The CPC discussed the funding request for a public safety drone. Brian Rehrig said it would be used for documenting accident scenes. Sandy Pooler said there is a working group being formed in order to address this topic, and he would be interested in waiting to see what the working group recommends prior to the CPC making a decision to fund this request in an out year of the Capital Plan. The Subcommittee withdrew its recommendation to fund the public safety drone until more information is provided by the working group.

Brian Rehrig summarized the prior capital balances and the subcommittee's recommendation for what accounts to keep open and what accounts should be swept. Rich Viscay moved to approve the Subcommittee's recommendations for Inspectional Services, Police, and Fire, as amended, subject to the limitations and final packaging of the Capital Budget. Chris Moore seconded. All voted in favor.

- The Public Works and Recreation Subcommittee presented their recommendations for Recreation and the Ed Burns Rink. Dean Carman provided an update on the residual balances. The Committee discussed the discrepancies between IHCD estimates for ADA project costs, and current estimates.

Dean Carman said that the Arlington Reservoir Master Plan has been submitted to the CPA Committee to fund entirely through CPA. The CPAC has provided positive feedback as of now, and a final application will be submitted in December. Wellington Park currently has a placeholder figure in FY22, and it could be partially funded by CPA as well. Brian Rehrig said it would be reasonable to assume that CPA would fund this project.

The Committee discussed Poets Corner Field and issues with flooding and the inability of the Town to maintain the tennis courts due to continued ground settling. Dean Carman mentioned the possibility of a use analysis helping the space in order to make sure the Park and Recreation Department is replacing equipment that will continue to be used. Charlie Foskett suggested that the Committee continue its discussion of the Ed Burns Arena capital request, and the Hurd Field at the next meeting. The Committee will take a vote on all Recreation and Rink capital requests at the next meeting.

- **Adjournment:** Steve Andrew moved to adjourn at 7:10pm. Chris Moore seconded. All voted in favor.